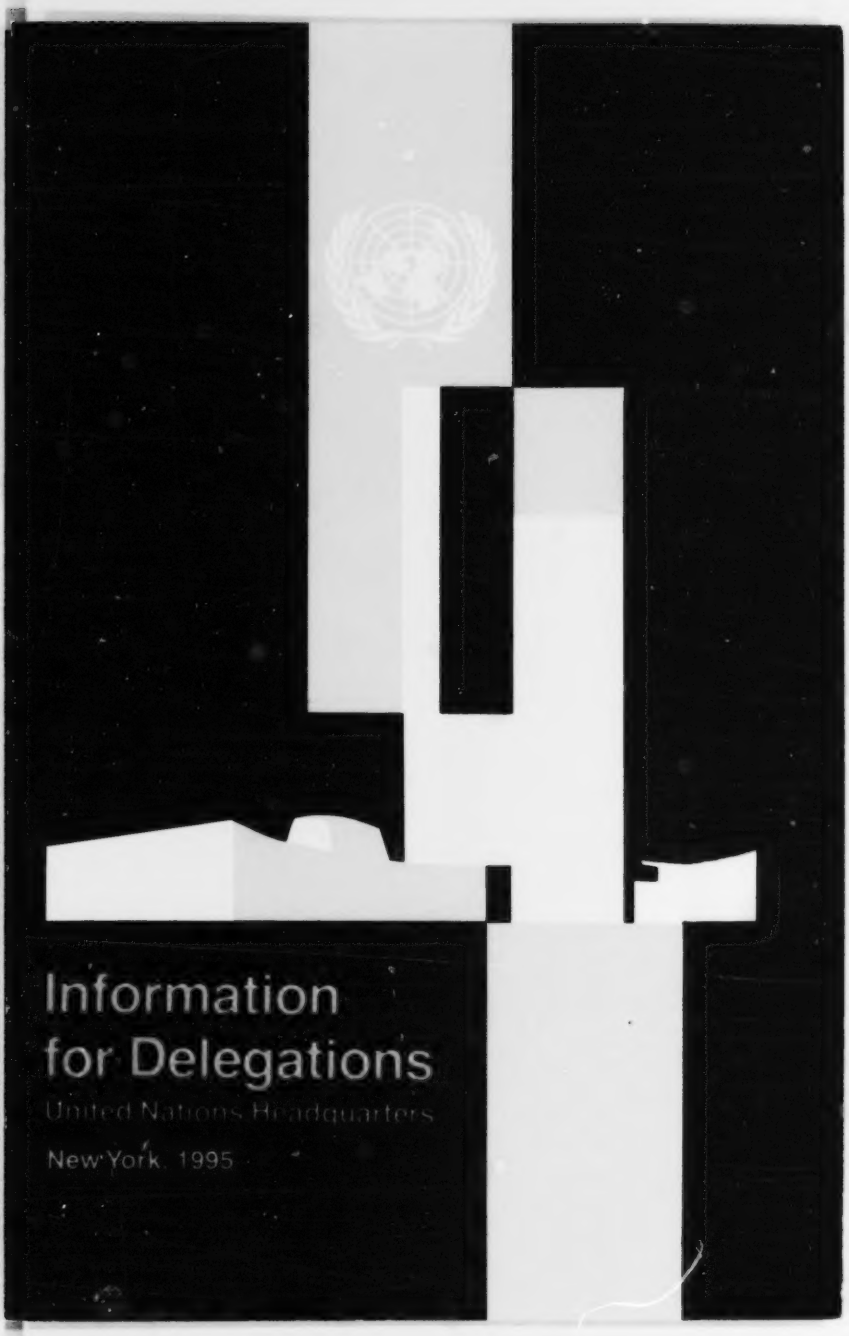

Information for Delegations

United Nations Headquarters

New York, 1995

Information
for Delegations

United Nations Headquarters

New York, 1995

Note

This booklet contains information of a general nature about the United Nations Headquarters and is applicable throughout the year.

Changes to the booklet should be addressed to the General Assembly Secretariat Services Branch, room S-3670, ext. 32337.

ST/CS/45
September 1995

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I. Introductory information

The United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The five main structures, all interconnected, comprising the Headquarters are the General Assembly building, which contains, besides the plenary hall, a large conference room and four medium-sized meeting rooms; the long, low Conference building parallel to the river, which contains council chambers, conference rooms, lounges and restaurants; the 39-storey skyscraper office building, which houses the Secretariat; the Library building; and the staff cafeteria building. The General Assembly Hall and the council chambers are on the second floor level while all the other conference rooms in both buildings are on the concourse level. All conference rooms, council chambers and the plenary hall may be reached from the Delegates' Entrance in the General Assembly building.

Entrance

In order to enter and to park at Headquarters, delegation cars must have United Nations diplomatic licence plates ("D" plates) plus a special identification decal (gold) for the fiftieth session of the General Assembly. (For information on obtaining parking decals, please see page 73.)

Grounds passes and admission to meetings

Members of delegations are issued United Nations grounds passes by the Protocol and Liaison Service (see pages 3 and 6). In the interest of overall security and for the convenience of members of delegations, grounds passes should be displayed visibly upon entering and at all times while on the premises. If members of permanent missions wish to obtain tickets for admission to the General Assembly Hall for persons who do not possess grounds passes, they should apply for them through the Protocol and Liaison Service.

Except for Heads of State or Government, deputies thereof, and Ministers for Foreign Affairs who will be provided with special VIP passes without photographs, all other members of Cabinet and their deputies will be issued VIP passes after submitting in advance two passport-size photographs to the Protocol and Liaison Service. Upon request, a spouse will be issued the same type of pass as the dignitary.

The Protocol and Liaison Service is also in charge of the issuance of grounds passes to representatives of United Nations specialized agencies and intergovernmental organizations, and to petitioners.

Written press, film, television, photo, radio and other media correspondents are accredited by the Media Accreditation and Liaison Unit of the Media Division, Department of Public Information (room S-0250, ext. 36934, 36936 and 36937), where tickets entitling them to attend open meetings may also be obtained (ext. 37164).

Designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued grounds passes through the Non-Governmental Organizations Section of the Department for Policy Coordination and Sustainable Development (room DC2-2340, ext. 34843 and 34846).

Designated representatives of non-governmental organizations accredited to the Department of Public Information are issued grounds passes on an annual basis through the Non-Governmental Organizations Section of the Promotion and Public Services Division of the Department of Public Information (room U-0103, 801 United Nations Plaza, ext. 37234).

Security

The United Nations Security and Safety Service operates on a 24-hour basis from room C-113 (ext. 36666), located on the main level of the Conference building. In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

(*a*) Issue grounds passes, which members of delegations may obtain on the main level of the FF building, located at 304 East 45th Street, from 9 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m. during the General Assembly period and from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. for

the remainder of the year, after being accredited by the Protocol and Liaison Service;

(*b*) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;

(*c*) Assist in locating and notifying the Organization's senior officials in an emergency;

(*d*) Liaise with national security representatives regarding dignitary protection arrangements;

(*e*) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;

(*f*) Handle lost and found property. Provisionally, lost property should be handed over to or claimed from the Security Control Centre (C-113, ext. 36666).

Missing grounds passes should be reported without delay to the Special Services Unit (room S-0101, ext. 37531).

Delegates are reminded not to leave brief-cases or any valuable items unattended in conference rooms.

Information

(Telephones and desk locations)

The Information Unit (ext. 37113) will advise on:

(*a*) The location and telephone numbers of delegations;

(*b*) The office or official to be contacted for technical queries;

(*c*) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 69.)

Information desks

- *General Assembly building*
  Public lobby (ext. 37758)
- *UNDC 1 building*
  Office lobby (ext. 38998)
- *UNDC 2 building*
  Office lobby (ext. 34989)
- *UNDC 3 building*
  Office lobby (326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly building just inside the Delegates' Entrance and on the concourse level between the General Assembly building and the Conference building.

Medical Service

The Medical Service, located in the Secretariat building (room S-0535, ext. 37090), is available for emergency and first-aid treatment to delegates and members of the Permanent Missions who have a valid United Nations grounds pass. The Medical Service is open daily from 9 a.m. to 5 p.m., except Saturdays, Sundays and holidays. During sessions of the General Assembly, it will be open from 9 a.m. to 11 p.m. on weekdays and from 11 a.m. to 7 p.m. on Saturdays. A medical unit with a nurse is also available in the UNDC 1 building (room DC1-1190, ext. 38990) and at UNICEF House (room H-0545, ext. 57541) during working hours. In the event of emergencies occurring at times when the Medical Service is closed, the Security Service could be contacted (ext. 36666) for assistance in obtaining the name and location of the nearest hospital emergency room and the name of an ambulance service, if necessary.

Facilities for the disabled

A number of design changes have been made to facilitate access to Headquarters by disabled persons and to improve their mobility within the building.

Protocol and Liaison Service

The main functions of the Protocol and Liaison Service, located on the second floor of the Secretariat building, near the low-rise elevator bank (room S-0201, ext. 37172), are as follows:

(*a*) To register members of delegations attending United Nations meetings in New York. For that purpose permanent and observer missions are required to submit to the Protocol Office completed SG.6 forms, together with a covering letter signed by the Head of Chancery or Administrative Officer, at least one day in advance of the meeting in question. Applications for grounds passes, prepared by the Protocol and Liaison Service upon receipt of SG.6 forms and the covering letter, must be presented in person in order to obtain the pass from the Pass Office, located at the Delegates' Entrance (room GA-100, ext. 37533 or 37534). Sessions of the General Assembly are the only exception to this policy. A list of the entire delegation should be sent to the Protocol and Liaison Service as soon as possible before the session of the General Assembly begins;

(*b*) To publish provisional lists of delegations attending regular sessions of the General Assembly;

(*c*) To advise delegations on matters of protocol and diplomatic etiquette;

(*d*) To ensure protocol coverage of all the official ceremonies and social events at Headquarters (official visits, presentation of credentials, admission of new Member States, etc.);

(*e*) To maintain a calendar of official functions in order to assist delegations in coordinating their schedule of social events;

(*f*) To approve applications for identification decals for rented vehicles.

Information for delegations

	Ext.	Room
Chief of Protocol		
Mr. Livio Muzi-Falconi	37171	S-0201A
I. *Assistant Chief of Protocol*		
Mr. Igor L. Novichenko	37177	S-0201B

Armenia
Azerbaijan
Belarus
Bulgaria
Czech Republic
Democratic People's Republic of Korea
Eritrea
Ethiopia
Ghana
Hungary
Iran (Islamic Republic of)
Kazakstan
Kyrgyzstan
Lao People's Democratic Republic
Mali
Marshall Islands
Mongolia
Morocco
New Zealand
Poland
Republic of Moldova
Romania
Russian Federation
Slovakia
Slovenia
South Africa
Tajikistan
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Uganda
Ukraine
Uzbekistan
Viet Nam
Yugoslavia
Zambia

Observers

Agency for Cultural and Technical Cooperation
Commonwealth of Independent States

II. *Protocol and Liaison Officers*

A. Mrs. Almudena de Ameller 37178 S-0201C

Albania
Andorra
Argentina
Bolivia
Chile
Colombia
Costa Rica
Cuba
Cyprus
Dominica
Dominican Republic
Ecuador
El Salvador
Equatorial Guinea
Guatemala
Haiti
Honduras
Mexico
Nicaragua
Panama
Paraguay
Peru
Philippines
Saint Vincent and the Grenadines
Samoa
Spain
Suriname
Togo
Uruguay
Venezuela

Observers

Switzerland
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Caribbean Community
Council of Europe
European Community
Latin American Economic System
Latin American Parliament
Organization for Security and Cooperation in Europe
Organization of American States

Information for delegations

B. Mr. Paulose T. Peter 37179 S-0201M

Afghanistan
Australia
Austria
Bahamas
Bangladesh
Bhutan
Côte d'Ivoire
Djibouti
Georgia
Germany
Greece
Guinea
India
Israel
Italy
Jamaica
Japan
Lesotho
Malaysia
Mauritius
Micronesia
Myanmar
Nepal
Netherlands
Nigeria
Republic of Korea
Sierra Leone
Swaziland
Sweden
United Kingdom of Great Britain and Northern Ireland
United Republic of Tanzania
Zimbabwe

Observers

Holy See
International Committee of the Red Cross
International Federation of Red Cross and Red Crescent Societies
League of Arab States

C. Mr. Runping Wang 35941 S-0201Q

Angola
Antigua and Barbuda
Barbados
Bosnia and Herzegovina
Brazil
Brunei Darussalam
Cameroon
Canada
Cape Verde
China
Denmark
Estonia
Finland
Gambia
Grenada
Guyana
Indonesia
Jordan
Kenya
Latvia
Lebanon
Malawi
Malta
Mozambique
Norway
Portugal
Saint Kitts and Nevis
Saint Lucia
Sao Tome and Principe
Seychelles
Singapore
Solomon Islands
Sri Lanka
Thailand
Vanuatu

Observers

African, Caribbean and Pacific Group of States
African Development Bank
Asian-African Legal Consultative Committee
Commonwealth Secretariat
International Organization for Migration
Organization of African Unity
Permanent Court of Arbitration

Information for delegations

D. Ms. Michèle Fatima Alzouma 37180 S-02011

Algeria	Comoros	Madagascar
Belgium	Congo	Maldives
Belize	Croatia	Monaco
Benin	Egypt	Namibia
Botswana	France	Niger
Burkina Faso	Gabon	Rwanda
Burundi	Guinea-Bissau	Senegal
Cambodia	Iceland	Somalia
Central African Republic	Ireland	United States of America
Chad	Lithuania	Zaire
	Luxembourg	

Observer

Sovereign Military Order of Malta

Introductory information

E. Mr. Moin Karim 37176 S-0201O

Bahrain
Fiji
Iraq
Liberia
Libyan Arab Jamahiriya
Liechtenstein
Kuwait
Mauritania
Oman
Pakistan
Palau
Papua New Guinea
Qatar
San Marino
Saudi Arabia
Sudan
Syrian Arab Republic
The former Yugoslav Republic of Macedonia
United Arab Emirates
Yemen

Observers

Economic Cooperation Organization
Organization of the Islamic Conference
Palestine
South Pacific Forum

Information for delegations

List of permanent missions to the United Nations

The Protocol and Liaison Service publishes a handbook entitled "Permanent Missions to the United Nations" (Blue Book).

Part I of that publication lists the names of personnel of permanent missions of Member States at Headquarters in the order of their diplomatic rank, of liaison officers of the United Nations specialized agencies at Headquarters, of diplomats and staff attached to permanent observer missions of non-member States at Headquarters and to permanent offices of intergovernmental and other organizations that have received a standing invitation to participate in the sessions and the work of the General Assembly.

Part II provides the composition of the principal organs of the United Nations as well as the members of other standing organs at Headquarters.

Part III enumerates, in chronological order, the national holidays of Member States and of non-member States maintaining permanent observer missions at Headquarters.

A weekly addendum reflects interim movements of diplomatic personnel.

The "Blue Book" and the addenda thereto are included in the regular documents distribution list under the symbol ST/SG/SER.A/...

Credentials

Credentials are required for representatives of States members of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council, in accordance with the relevant provisions of the rules of procedure of the organ concerned. For the sessions of the General Assembly, credentials of representatives issued by the Head of State or Government or by the Minister for Foreign Affairs should be submitted to the Secretary-General, if possible, not less than one week before the opening of the session, through the Secretary of the Credentials Committee, Office of Legal Affairs (room S-3420J, ext. 35356).

II. General Assembly and Main Committees

Fiftieth regular session

Secretariat arrangements for the General Assembly

The Secretary-General acts in that capacity at all meetings of the General Assembly.

General responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for Political Affairs.

The Assistant Secretary-General for Political Affairs coordinates the work of the session and directs the General Assembly Affairs Division. He also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the Under-Secretaries-General or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

Plenary meetings of the General Assembly and meetings of the General Committee

	Ext.	Room
Under-Secretary-General for Political Affairs		
Mr. Marrack Goulding	35055	S-3770A
Assistant Secretary-General for Political Affairs		
Mr. Alvaro de Soto	35034	S-3527A

Questions relating to the work of the Assembly should be referred to the General Assembly Affairs Division.

Director		
Mr. Vadim Perfiliev	30725	S-3380A
General Assembly Secretariat Services Branch		
Chief		
Ms. Maria D. Maldonado	32332	S-3670A
Coordination, procedures and organizational matters		
Mr. Ozdinch Mustafa	32341	S-3670F
Ms. Catherine Boivin	32336	S-3670D
Miss Kiyomi Ejima	32333	S-3670B
Ms. Margie Kam	32335	S-3670C
Ms. Mayra Alejandro	32633	S-3670E
Ms. Martha Katsuta	32337	S-3670J
Arrangements for the list of speakers		
Ms. Louise Shawa	32344/ 35063	S-3670L

While meetings of the General Assembly are in progress, the staff listed above may be reached at ext. 35017.

Information for delegations

Documentation planning

Mr. Ozdinch Mustafa	32341	S-3670F
Ms. Catherine Boivin	32336	S-3670D
Ms. Eslyn Sylvester	35432	S-3670G

All those listed above only deal with matters relating to plenary meetings.

Questions on other matters should be referred to the appropriate offices listed below.

Main Committees of the General Assembly

	Ext.	Room
First Committee		
Under-Secretary-General for Political Affairs		
Mr. Marrack Goulding	35055	S-3770A
Assistant Secretary-General for Political Affairs		
Mr. Alvaro de Soto	35034	S-3527A
Secretary of the First Committee		
Mr. Sohrab Kheradi	35591	S-3170A

Special Political and Decolonization Committee

Under-Secretary-General for Peace-keeping Operations
Mr. Kofi Annan 38079 S-3727B

Assistant Secretary-General for Peace-keeping Operations
Mr. S. Iqbal Riza 33446 S-3720A

Under-Secretary-General for Political Affairs
Mr. Marrack Goulding 35055 S-3770A

Assistant Secretary-General for Political Affairs
Mr. Alvaro de Soto 35034 S-3527A

Assistant Secretary-General for Political Affairs
Mr. Lansana Kouyaté 35232 S-3570A

Assistant Secretary-General for Public Information
Mr. Samir Sanbar 36830 S-1027A

Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Vienna
Mr. Ilter Türkmen 32255 DC2-0550*
Two UN Plaza

Secretary of the Special Political and Decolonization Committee
30725 S-3380A

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* New York liaison office.

Information for delegations

Second Committee

Under-Secretary-General for Policy Coordination and Sustainable Development
Mr. Nitin Desai 35958 S-2963A

Under-Secretary-General for Development Support and Management Services
Mr. Ji Chaozhu 38362 DC1-1220
One UN Plaza

Under-Secretary-General for Economic and Social Information and Policy Analysis
Mr. Jean-Claude Milleron 34626 DC2-2320
Two UN Plaza

Executive Secretary of the Economic Commission for Europe (ECE), Geneva
Mr. Yves Berthelot 36905 S-3127A*

Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok
Mr. Adrianus Mooy 36905 S-3127A*

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* New York office.

Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago
Mr. Gert Rosenthal 36905 S-3127A*

Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa
Mr. K. Y. Amoako 36905 S-3127A*

Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Amman
Mr. Hazem El-Beblawi 36905 S-3127A*

Executive Director of the United Nations Children's Fund (UNICEF)
Ms. Carol Bellamy 326-7028 1380
Three UN Plaza

Executive Director of the World Food Programme (WFP), Rome
Ms. Catherine Ann Bertini 38364 DC2-2500**
Two UN Plaza

Acting Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva
Mr. Marcel André Boisard 39504 S-2445A***

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* New York office.
** New York liaison office.
*** North America office.

Officer-in-charge of the United Nations Conference on Trade and Development (UNCTAD), Geneva

Mr. Carlos Fortin	36895	DC2-1121*
		Two UN Plaza

Administrator of the United Nations Development Programme (UNDP)

Mr. James Gustave Speth	906-5791	DC1-2128
		One UN Plaza

Executive Director of the United Nations Population Fund (UNFPA)

Mrs. Nafis Sadik	297-5111	DN-1901
		220 East 42nd St.

Executive Director of the United Nations Environment Programme (UNEP), Nairobi

Ms. Elizabeth Dowdeswell	38140	DC2-0820*
		Two UN Plaza

Rector of the United Nations University (UNU), Tokyo

Mr. Heitor Gurgulino de Souza	36337	DC2-1470**
		Two UN Plaza

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* New York liaison office.

** North America office.

Assistant Secretary-General, United Nations Centre for Human Settlements (Habitat) and Secretary-General of the United Nations Conference on Human Settlements (Habitat II), Nairobi

Mr. Wally N'Dow	38197	DC2-0952* Two UN Plaza

Secretary of the Second Committee

Ms. Margaret A. Kelley	34640	S-2950C

Third Committee

Under-Secretary-General, Director-General of the United Nations Office at Vienna, Executive Director of the United Nations International Drug Control Programme and Secretary-General of the Ninth United Nations Congress on the Prevention of Crime and the Treatment of Offenders

Mr. Giorgio Giacomelli	35631	DC1-0613** One UN Plaza

Under-Secretary-General for Policy Coordination and Sustainable Development

Mr. Nitin Desai	35958	S-2963A

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* New York liaison office.

** New York office.

Information for delegations

Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator		
Mr. Peter Hansen	34079	S-3627A
United Nations High Commissioner for Human Rights (Geneva)		
Mr. José Ayala Lasso	35930	S-2914A*
Assistant Secretary-General for Human Rights (Geneva)		
Mr. Ibrahima Fall	35930	S-2914A*
United Nations High Commissioner for Refugees (UNHCR), Geneva		
Mrs. Sadako Ogata	36200	DC1-2610* One UN Plaza
Acting Director of the United Nations International Research and Training Institute for the Advancement of Women (INSTRAW), Santo Domingo		
Mrs. Martha Dueñas-Loza	35684	DC1-1106* One UN Plaza
Secretary-General of the Fourth World Conference on Women		
Mrs. Gertrude Mongella	35086	DC2-1220 Two UN Plaza
Secretary of the Third Committee		
Ms. Kate Starr Newell	34248	S-2950D

* New York liaison office.

Fifth Committee

Under-Secretary-General for Administration and Management
Mr. Joseph E. Connor 38227 S-2700A

Under-Secretary-General for Internal Oversight Services
Mr. Karl Th. Paschke 36196 S-3327A

Assistant Secretary-General for Human Resources Management
Mr. Denis J. Halliday 35182 S-2527A

Assistant Secretary-General for Conference and Support Services
Mr. Benon V. Sevan 35767 S-2727A

Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller
Mr. Yukio Takasu 31661 S-2627A

Secretary of the Fifth Committee
Mr. Joseph V. Acakpo-Satchivi 38255 S-2700F

Sixth Committee

Under-Secretary-General for Legal Affairs, The Legal Counsel
Mr. Hans Corell 35338 S-3427A

Secretary of the Sixth Committee
Ms. Jacqueline Dauchy 35329 S-3460A

Other organs

Credentials Committee

Under-Secretary-General for Legal Affairs, The Legal Counsel
Mr. Hans Corell — 35338 — S-3427A

Secretary
Mr. Larry D. Johnson — 35356 — S-3420J

Advisory Committee on Administrative and Budgetary Questions

Executive Secretary
Mr. Jules Corwin — 37456 — CB-060E

Committee on Contributions

Officer-in-charge
Ms. Mya Mya Than — 35779 — S-2770K

Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Secretary
Ms. Telma Abascal — 32407 — S-3070B

Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees

Secretary
Mr. Soren Jessen-Petersen — 36200 — DC1-2610
One UN Plaza

General Assembly and Main Committees

Pledging Conference for Development Activities

Secretary
Mr. Alexandre De Barros 32320 S-2950G

III. Conference services

Meetings services

The Office of Conference Services is responsible for providing meetings services, including interpretation, the provision of meeting records and the editing, translation, reproduction and distribution of documents.

General inquiries regarding meetings services may be made to the Planning and Meetings Servicing Section (room S-1537, ext. 36540); inquiries regarding documents may be made to Documents Control (room S-1552, ext. 36594).

Programme of meetings

The Planning and Meetings Servicing Section prepares, each evening, a programme of meetings for the following day. The programme is printed in the *Journal*, giving the conference rooms and times of meetings. Additional information may be obtained by calling the Meetings Servicing Unit (ext. 37348).

Duration of meetings

Normally, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. Meetings held outside these normal working hours, such as extended afternoon or night and weekend meetings, entail considerable additional costs to the Organization, and therefore requests for such meetings should be limited to unavoidable circumstances.

Any request for meetings outside the normal hours during the work week or on the weekend should be submitted at least 24 hours in advance to the Chief of the Planning and Meetings Servicing Section (room S-1537, ext. 36540).

Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. It is also advisable to schedule related meetings consecutively whenever possible to ensure the maximum utilization of available services.

Meetings of regional groups and other informal meetings can be accommodated only if and when services originally earmarked for regularly scheduled meetings are released.

Seating arrangements

The delegation of Mozambique has been chosen by lot to occupy the first seat in the General Assembly Hall during the fiftieth session of the General Assembly. The Mozambican delegation will, therefore, be seated in the front row at the extreme left (the Secretary-General's side of the podium). Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with

established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan showing the seating arrangement are available in the Meetings Servicing Unit, Office of Conference and Support Services (room S-B1-02, ext. 37348).

Journal

The *Journal of the United Nations* is issued daily in English and French. During the General Assembly it is issued in Arabic, Chinese, English, French, Russian and Spanish. It contains:

(*a*) A programme of meetings;
(*b*) Agendas for individual meetings;
(*c*) Summaries of meetings;
(*d*) Announcements.

The Editor of the *Journal* is located in room S-1138 (ext. 33888, 36776).

Interpretation

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any representative may also, in keeping with rule 53 of the rules of procedure of the General Assembly, make a statement in a language other than the official languages. In such cases, the delegation in question must provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as represent-

ing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. However, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter.

Written translations of statements delivered in official languages

If written texts are provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text. When delegations provide a written translation of their statement, they should specify on the first page of that text whether it should be "read out verbatim" or "checked against delivery".

If delegations wish their translations to be read out verbatim, any deviations from the text on the part of the speaker, including omissions and additions, are unlikely to be reflected in the interpretation.

If delegations believe that their speaker may deviate from his text, they should opt for "check against delivery" and the interpreters will follow the speaker and not the translation. In this case, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press before or during the delivery of the statement.

Representatives who take the floor in conference rooms should bear in mind that the microphone before them is inoperative until they have been called upon to speak by the chairman. In order to ensure the best possible recording and interpretation of their speeches, they should speak directly into the microphones, clearly and not too fast — particularly when giving figures, quotations or highly technical material, and when reading from a prepared text (see also page 35).

A number of conference rooms have been equipped with new sound systems that incorporate a microphone signalling system. The operation of the system will be explained to members of the committee by the secretary at the beginning of the session.

Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of certain of their Main Committees and, on a limited and selective basis, for meetings of certain other bodies. Meeting records may take the form either of verbatim records (PVs) or of summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. However, corrections that add to, or alter the sense of, a statement as actually delivered cannot be accepted.

Verbatim records cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

Summary records cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, sound recordings of meetings are made and may be consulted (see page 38).

Corrections to meeting records

Corrections to meeting records should bear the signature of a member of the delegation concerned and should be sent or delivered to the following offices: for verbatim records to Chief, Verbatim Reporting Section, room C-178; for summary records to Chief, Official Records Editing Section, room DC2-0794, Two United Nations Plaza.

Corrections should be indicated in a memorandum and/or inserted in a copy of the record. If no memorandum is sent, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

Information for delegations

A. Verbatim records

Corrections to verbatim records (PVs) should be limited to errors and omissions in statements as actually delivered, that is, in the original language. Corrections may not be made to the text of the statements as interpreted. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.

B. Summary records

Corrections to summary records (SRs) should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued as corrected only in certain cases. These include records of meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the General Assembly and its Main Committees, records are issued only once and approved corrections are reflected in a single corrigendum issued periodically. Only in cases of serious errors or omissions materially affecting the course of the proceedings may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a statement. Other language versions

would be brought in conformity, if necessary, with the corrected text in the original language.

Prepared texts of speeches

A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and meetings of the Main Committees should be given in advance to the conference officer in order to help the Secretariat provide the best possible service. Failing this, delegations are urged, in the interest of ensuring the best possible interpretation of their statements, to provide interpreters with five copies (for interpretation into the five other official languages) *before* the speaker takes the floor. If delegations wish to have the text of speeches distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers, 300 copies are required.

For distribution in the General Assembly Hall, texts should be delivered to the documents counter on the left side of the Hall.

Circulation of communications

Circulation of communications in the General Assembly Hall from a delegation must be cleared in advance with the General Assembly Affairs Division (ext. 32332 in room S-3670, or ext. 37790 in room GA-208). The circulation must be done by the delegation concerned *before* the meeting starts.

Documents facilities

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(*a*) The "General" series;

(*b*) The "Limited" series, the serial number of which is preceded by the letter L. This series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(*c*) The "Restricted" series, the serial number of which is preceded by the letter R. This series contains only those documents the content of which requires at the time of issuance that they should not be made public;

(*d*) Conference room papers or working papers identified by the letters "CRP" or "WP" before the serial number. These are informal papers, in one or more languages, used in the course of a meeting or meetings and distributed only to participants and other interested recipients attending the meetings at which they are discussed.

Conference room papers may later be converted into documents in the general, limited or restricted series or may have their contents incorporated into the report of the body concerned without further independent distribution.

Distribution of documents

A list of documents distributed at Headquarters is issued daily. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick up at the delegations' pick-up area located at the service entrance to the North Lawn complex from 7.30 a.m to 9.30 a.m. on weekdays.

The Delegation Station on the concourse level of the Secretariat building (room S-B1-060, ext. 37373), which is open for secondary requests during working hours on weekdays, will also be open after working hours or on the weekend during the hours an official meeting is scheduled.

A limited number of documents relating to agenda items of the meetings in progress will be available at the documents counter in the conference rooms.

Special requests for distribution arrangements can be made by writing to or by calling the Chief of the Distribution Section (room NL-314, ext. 37345 or 38062).

Arrangements for automatic distribution should be made by calling ext. 37344; secondary requests should be made in person at S-B1-60 or by calling ext. 37373.

Only United Nations documents may be distributed during the meetings.

Sound recordings

The Broadcast and Conference Engineering Unit maintains a verbatim collection of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available for sale. Orders are accepted by the Sound Archives Sub-Unit (room GA-013C, ext. 37658 or 30673).

Archives and records management

The Archives and Records Management Section, which reports to the Chief of the Commercial Activities Service in the Office of Conference and Support Services (Support Services), establishes policies and provides services for the life cycle management of United Nations archives and records, including electronic records, and supports research concerning the United Nations. The Section is divided into two units:

1. The Archives Unit is situated at 345 Park Avenue South, between 25th and 26th Streets (ext. 38681 and 38682), where 40,000 sq. ft. of space is allocated to contain the Archives of the United Nations and archival records for UNICEF and UNFPA. The Archives Unit appraises records to determine which have sufficient historical or other value to warrant their continued preservation in the United Nations archives; arranges and describes the records for research use; prepares finding aids and indexes; microfilms records for purposes of preservation and provides research services and facilities for United Nations and external researchers. The Archives Unit advises researchers on the existence and location of records

relating to their research interests and coordinates access and declassification procedures for restricted records. Non-current records of United Nations offices are stored at Park Avenue South until their authorized destruction date, and retrieved for United Nations offices on request.

2. The Records Management Unit (room DC1-1170, ext. 35912), situated in the Headquarters complex, develops records management programmes for United Nations Secretariat offices including offices away from Headquarters. The records management programmes include records surveys; analysis of office organization, functions and work flow patterns; designing file plans and retention schedules; applying official retention policies; preparing records management manuals and training of staff on the use of appropriate records management procedures. The Unit facilitates transfers of non-current records from United Nations offices to the custody (permanent or temporary) of the United Nations Archives.

IV. Media, public and library services

Spokesman for the Secretary-General

The Office of the Spokesman for the Secretary-General is located on the third floor of the Secretariat building.

	Ext.	Room
Director, Spokesman for the Secretary-General		
Mr. Joe Sills	35128	S-0378
Deputy Spokesman		
Mr. Ahmad Fawzi	34190	S-0378B
Press inquiries	37160	S-0378

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesman for the Secretary-General (room S-0378, ext. 37160, 37161 and 37162).

The Spokesman for the Secretary-General holds a background briefing at 12.30 p.m. daily in room S-0226 for press officers of delegations.

Services to correspondents

Daily press briefings are given at noon in room S-0226 by the Spokesman for the Secretary-General.

Other services to correspondents in the press area on the second and third floors include: assistance from the Spokesman for the Secretary-General and his staff; assistance from the Media Accreditation and Liaison Unit, Department of Public Information, in the provision of tickets for seats in the press galleries (room S-0250, ext. 37164); distribution of press releases, official documents and access to delegation press releases that are made available at the press distribution centre (room S-0390, ext. 37165); and announcements of briefings and press conferences through the paging system.

Working facilities for correspondents are provided in the press areas on the third and fourth floors. Cable and telex offices are located on the third floor.

Public information

The Department of Public Information provides a wide range of services to representatives of the media, non-governmental organizations and the general public. The office of the Assistant Secretary-General for Public Information is located on the 10th floor of the Secretariat building. Other offices are located as indicated in the following pages.

	Ext.	Room
Assistant Secretary-General for Public Information		
Mr. Samir Sanbar	36830	S-1027A
Special Assistant to the Assistant Secretary-General		
Ms. Paula Refolo	36867	S-1027C

Media Division		
Director		
Mr. François Giuliani	36945	S-0837A
News coverage service		
Chief		
Mr. George Parker	32360	S-0290A
Press desk	37211	
Accreditation and liaison to correspondents		
Chief		
Ms. Sonia Lecca	36934	S-0250
Promotion and public services division		
Director		
Mr. Mian Qadrud-Din	35302	S-0941A
Library and publications division		
Director		
Ms. Angela Kane	37445	L-382A
United Nations information centres service		
Chief, information centres service		
Mr. Graeme Warner	30798	S-1060A

Press releases, distribution of speeches

The Meetings Coverage Section prepares and issues on the same day press releases in English and French on most open meetings held at United Nations Headquarters. In addition, releases are issued on United Nations conferences and meetings held in other parts of the world. These releases, which are prepared for the use of information media and are not official records, also contain background information. Press releases are also made available electronically to 106 direct recipients world wide, including 68 United Nations information centres and services, United Nations Development Programme field offices, peace-keeping operations and electronic public networks.

Accredited correspondents may obtain press releases from the press release distribution desk in the press working area on the third floor of the Secretariat building (ext. 37165). Delegates may obtain press releases, as available, through Documents Distribution (ext. 37373). Delegations desirous of making texts of speeches or press releases available to information media should bring the following: 150 copies to the press release distribution desk (room S-0390) for distribution to accredited correspondents. As soon as received, the availability of the texts will be announced through the press paging system. Texts of speeches or delegation press releases must be issued under the letterhead of the mission responsible and, for the convenience of correspondents, should be dated.

Press releases, reports of the Secretary-General to the Security Council, Security Council resolutions, important parliamentary documents related to development issues, and certain Department of Public Information publications, can be accessed on the following networks: Internet — UNDP

gopher, APC, Agora, Gemnet and Togethernet. Additional information can be obtained from the Dissemination and Communications Unit (ext. 31258 or 30063).

Accreditation and liaison to correspondents and photographers

The Media Accreditation and Liaison Unit provides the following services to correspondents:

- Accreditation, liaison and services to correspondents, film and television crews and photographers (room S-0250, ext. 36934; telefax: 34642);
- Seats (space permitting) in the press gallery to observe General Assembly and other meetings. Members of the visual media will be granted booth positions for covering meetings and other events;
- Arrangements for pool coverage during visits of Heads of State or Government. This office is also responsible for giving clearance to film/TV crews and photographers on any other location. These requests should be made in advance (room S-0250, ext. 36934, 36936, 36937, 33866 and 37164; telefax: 34642).

Services to professional photographers

Accreditations, information materials, access to meetings as available, and briefings on United Nations activities in the field are provided to professional photographers.

Publications

United Nations conferences and thematic and institutional publications

The Department of Public Information issues an array of materials covering the work of the United Nations in all its aspects, with special focus on the 1992-1996 cycle of major United Nations conferences, as well as on special commemorations, such as the International Year for Eradication of Poverty (1996) and on subjects of priority interest including peace-keeping, human rights, economic and social development, Africa and Palestine. Many of these issues are also assigned to specific sections within the Department. The materials include press kits, books, periodicals, brochures, posters, feature articles and educational materials.

In addition, the Department's *Guide to Information at the United Nations*, published in English and French, facilitates access to the vast amount of data and other information produced by the entire United Nations system. Available at all times in the six official languages are the *Charter of the United Nations* (including the Statute of the International Court of Justice), the *Universal Declaration of Human Rights* and the *International Bill of Human Rights* (including the Universal Declaration and the International Covenants on civil and political rights and on economic, social and cultural rights).

The following list details some of the Department's various products. For further information, call the Promotion and Public Services Division (ext. 35302) or the Library and Publications Division (ext. 32410).

United Nations conference materials

The Department's conference-related coverage is carried out before and after all such international gatherings, and includes publication of press kits, feature articles and all relevant declarations, programmes of action and other agreements. Among the materials issued thus far in connection with the current conference cycle are:

- United Nations Conference on Environment and Development (Rio de Janeiro, 1992)
  Agenda 21: Programme of Action for Sustainable Development (also includes the Rio Declaration on Environment and Development and Statement of Forest Principles)
- World Conference on Human Rights (Vienna, 1993)
  Vienna Declaration and Programme of Action
- International Conference on Population and Development (Cairo, 1994)
  Summary of the Programme of Action
- World Summit for Social Development (Copenhagen, 1995)
  Copenhagen Declaration and Programme of Action
- Ninth United Nations Congress on the Prevention of Crime and the Treatment of Offenders (Cairo, 1995)
- Fourth World Conference on Women (Beijing, 1995)
- Second United Nations Conference on Human Settlements (Habitat II) (Istanbul, 1996)

Thematic publications

- *Development Update*
  A bi-monthly newsletter in English which provides essential information on United Nations conferences and other United Nations events relating to economic and social issues.
  - Contact: room S-1040, ext. 35851, fax 963-1186

- *Africa Recovery*
  A quarterly newsletter which covers United Nations, international and national developments related to Africa, with a strong focus on economic issues such as resource flows, trade, aid and external debt. Briefing papers on specific issues are also produced periodically.
  - Languages: E, F
  - Contact: room S-0931, ext. 36856, fax 963-4556

- *Notes for Speakers*
  An annual "briefing booklet" designed to assist teachers and others preparing oral presentations about the United Nations. Recent editions have been produced in connection with the current cycle of United Nations conferences (i.e. Social Development in 1995, Human Rights in 1993 and Environment and Development in 1992). Editions on the advancement of women and the Fiftieth Anniversary are in preparation.
  - Languages: E, F, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *Development Business*
  A bi-monthly newspaper published in English, which provides news and technical information to companies interested in bidding on economic development projects financed by the United Nations and other international bodies. Also offers access to Scan-a-Bid, an on-line computer and telex service.
  - Contact: room DC1-0560, ext. 31515, fax 963-1381

- *The Blue Helmets*
  A comprehensive review of United Nations peace-keeping past and present. The revised third edition is scheduled for publication in English in late 1995.
  - Contact: room S-1005, ext. 36840, fax 963-1186

- Peace-keeping reference papers
  Summaries of current United Nations peace-keeping operations, plus the full texts of relevant resolutions and statements by the Security Council and General Assembly. Updated regularly.
  - Contact: room S-1005, ext. 36840, fax 963-1186

- *The United Nations and crime prevention*
  A booklet containing a comprehensive overview of the work of the United Nations in the field of crime prevention, criminal justice and the treatment of offenders. Updated edition reflecting the Ninth United Nations Congress on the Prevention of Crime and Treatment of Offenders scheduled for publication in 1995.
  - Contact: room S-1040, ext. 35851, fax 963-1186

- *The United Nations and Drug Abuse Control*
  A booklet outlining the efforts of the international community, through the United Nations International Drug Control Programme, to counteract drug abuse and illicit drug trafficking.
  - Contact: room S-1040, ext. 30353, fax 963-1186

- *An Israeli-Palestinian Dialogue*
  A continuing series of booklets based on the proceedings of the Department's "International Encounters" for European journalists on the question of Palestine.
  - Contact: room S-0994, ext. 36848, fax 963-4556

Institutional publications

- *UN Chronicle*
  A quarterly, consolidated account of all the major actions of the Security Council, General Assembly and other United Nations bodies.
  - Languages: A, C, E, F, R, S
  - Contact: room DC1-0530, ext. 38262, fax 963-8013

- *Yearbook of the United Nations*
  The most comprehensive reference work on the activities of the United Nations and the organizations of the United Nations system. Published annually in English.
  - Contact: room DC1-0532, ext. 38280, fax 963-8013

- The United Nations Blue Book series
  Each volume in this series is devoted to an issue or development in international relations in which the United Nations has played a leading role, and contains an extensive introduction by the Secretary-General, a chronology and a comprehensive collection of official documentation. As at mid-1995, "Blue Books" had covered apartheid, nuclear non-proliferation, human rights and the advancement of women, as well as volumes on peace-keeping in Cambodia, El Salvador and Mozambique.
  - Languages: A, C, E, F, R, S
  - Contact: room S-0931, ext. 36856, fax 963-4556

- *Basic Facts*
  A concise record of the Organization's history, structure and work, published biennially.
  - Languages: E, F, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *Everyone's United Nations*
  A historical account of the activities of the United Nations system, published in English. The 11th edition, scheduled for publication in 1995, covers the period 1986-1994.
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *Image and Reality*
  Booklet produced in question-and-answer format covering some of the most frequently asked questions about the role and accomplishments of the Organization.
  - Languages: E, F, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *UN in Brief*
  Pamphlet providing general information, targeted to visitors.
  - Languages: A, C, E, F, R, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *Report of the Secretary-General on the Work of the Organization*
  A book version issued immediately following the annual report's release as an official document.
  - Languages: A, C, E, F, R, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *DPI Programme Update*
  Monthly newsletter highlighting the programmes of the United Nations information centres, published in English. Also contains synopses of major United Nations activities and quick-reference guide to new information products.
  - Contact: room S-1060A, ext. 36835, fax 963-7330

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Information for delegations

Many Department of Public Information publications are available as sales items. For more information or for a complete catalogue of sales publications, contact United Nations Publications, Two United Nations Plaza, room DC2-0853, Dept. 184A, New York, N.Y. 10017, tel. (800) 253-9646 and (212) 963-8302, fax (212) 963-3489.

Radio and television services and facilities

The offices of the Media Division are on the second and eighth floors of the Secretariat building and in the first and second basements of the Conference building. The studios are located principally in the basement of the General Assembly building.

Radio and television services to delegations, correspondents and broadcasting organizations

The Division provides facilities for accredited correspondents to transmit news dispatches and programmes on the work of the United Nations. When facilities are available, the Division arranges for the use of studios and of engineers' services by radio and television journalists. It enables correspondents to hear and use extracts recorded during meetings and otherwise extends to media correspondents all possible assistance.

The Radio Section can assist delegates who wish to record reports or interviews about their work at the United Nations. For radio studio availability, contact the TV News and Production Facilities Unit (room CB-058, ext. 37358).

Audio recordings of statements made at current meetings of the Organization's main organs are available in the Audio Library (room GA-027, ext. 39272, 34186).

Audio archival material is handled by the Broadcast and Conference Engineering Section, Office of Conference and Support Services (room GA-013C, ext. 37658) and is subject to duplication fees.

United Nations Television covers meetings of the General Assembly, the Security Council, press conferences

and other events. This coverage is available for sale to delegations and broadcasters. Prices vary depending on whether the material is ordered before or after the event. Arrangements can be made for satellite transmissions. When available, facilities may also be arranged for interviews and statements. Requests for bookings should be made in advance with the TV News and Production Facilities Unit (room CB-056, ext. 37650 for television; room CB-058, ext. 37458 for radio). Information and arrangements for satellite transmissions should also be made in advance with the same Unit (room CB-058, ext. 37458).

Archival film and video materials are available at the Visual Materials Library (room S-0805, ext. 36819, 37318 and 37319).

United Nations radio programmes

The United Nations Radio Section produces, in the six official languages as well as eight other languages, recorded programmes on the work of the United Nations and the specialized agencies. These programmes consist of news bulletins, features, interviews and documentaries and are distributed to broadcasting organizations world wide. For further information, contact the Audio-Visual Promotion and Distribution Unit (room S-0805A, ext. 36982).

A United Nations news information system is available for use by broadcasting organizations, correspondents and delegates. This computerized radio news service carries regularly updated news reports and summaries on the various activities of the Organization, both at Headquarters and in the field, including peace-keeping missions. These reports are

available in English, French and Spanish and can be accessed through the regular telephone line. The number for the automated radio information service is: 963-3777.

United Nations films and videos

The Media Division of the Department of Public Information produces documentary videos and television programmes on the work and activities of the United Nations and its specialized agencies. These programmes, which are available in the official languages, are informative as well as educational and vary in length and style, from in-depth features to animation. Almost all productions are cleared for television and educational institutions. Governments and non-governmental organizations are encouraged to use these videos as visual aids. The Media Division maintains 124 film/video libraries at United Nations offices around the world. These videos are available in world-wide standards and formats. For further information, contact the Audio-Visual Promotion and Distribution Unit (room S-0805A, ext. 36939 or 36982).

Liaison officers for visiting Heads of State

The Media Division is responsible for providing liaison officers for all visiting Heads of State during the General Assembly. The officers assist delegations with media information and contacts and arrange press conferences. For information on assignments of liaison officers, contact the Director, Media Division (room S-0837A, ext. 36945).

Information for delegations

Archival footage

The Visual Materials Library is the depository of 35 mm and 16 mm archival footage from 1945, and video footage since 1985. Out-takes from numerous United Nations film and video productions are available for the preparation of documentaries and non-commercial productions world wide. Royalties, transfer and screening fees are collected as applicable; shipping and messenger costs are also borne by the requestor. For information, apply to the Visual Materials Library (room S-0805, ext. 36819, 37318 and 37319).

Screenings

Films and television programmes produced by the United Nations and the specialized agencies may be screened in the projection theatre, for which bookings are made in room CB-075 (ext. 37453).

Photo services and facilities

	Ext.	Room
Photo library and distribution	36927	S-0805

Official photographs

The photo library contains official photographs of United Nations meetings, United Nations delegates and officials, development programmes, peace-keeping operations and photographs highlighting themes of concern to the world community. Black and white prints (8" x 10") are available for

reproduction by information media if used in a United Nations context and not for advertising; there is a $7 charge for the first print and $1 for each additional print from the same negative ordered at the same time. Colour prints (8" x 10") are $15 each and colour transparencies (slides) are $5 each. Inquiries regarding additional photographic services may be made to the Photo Unit (ext. 32911).

Services provided by United Nations information centres and services

A number of services provided by individual offices at Headquarters are also available in Member States. In 68 countries around the world, the United Nations has an information centre/service that serves one or more countries. Each information centre provides documents, press releases, publications, audio and visual products, photos, graphics and other information materials to the media, government officials, non-governmental organizations and educational institutions in the host country. In order to promote knowledge and understanding of the United Nations system, the information centre/service also produces newsletters and press releases, collaborates with local radio and television broadcasters and organizations, and arranges meetings, briefings, speaking engagements and celebrations of United Nations Day and other observances. More information on the centres/services can be obtained by contacting the Chief, Information Centres Service (room S-1060A, ext. 30798).

Services to non-governmental organizations

The Non-Governmental Organizations (NGO) Section of the Department for Policy Coordination and Sustainable Development (room DC2-2340, ext. 34843 and 34846) acts as the focal point for NGOs in consultative status with the Economic and Social Council.

The Non-Governmental Organizations Section of the Promotion and Public Services Division of the Department of Public Information (room U-0103, ext. 32394), organizes an annual conference for NGOs on a major United Nations theme, usually in September. A weekly briefing and audio/visual programme for accredited NGO representatives is organized each Thursday morning from mid-September to the first week of June. An annual orientation course for newly associated NGOs as well as workshops, round tables and seminars are sponsored in cooperation with NGO committees. The NGO Resource Centre (room U-0104, 801 United Nations Plaza, ext. 37234, 37078, 37233) provides NGOs with information, United Nations documents and press releases, accreditation and a calendar of United Nations and NGO activities.

Promotional services

The Planning and Special Programmes Section (room S-1005A, ext. 36921) is responsible for the planning and co-ordination of information strategies for special conferences, special events, observances and commemorative days and for youth outreach programmes to students and educators. The

Section also maintains liaison with professional organizations and specialized agencies on promotional programmes and other co-sponsored activities, including publications and multimedia campaigns, and is responsible for the annual training programmes for broadcasters and journalists from developing countries.

Services to visitors

Group briefings

The Group Programme and Community Liaison Unit (room GA-056, ext. 37710) of the Public Services Section arranges briefings on United Nations topics for groups visiting United Nations Headquarters. The Unit also arranges for speakers from the United Nations to address groups elsewhere in North America.

Sometimes groups visiting the United Nations may wish to have a delegation briefing on a country's role in the United Nations. In such cases, the Group Programme and Community Liaison Unit may assist in obtaining a conference room for this purpose. It should be noted, however, that arrangements are subject to availability of a conference room.

Public inquiries

The Public Inquiries Unit (room GA-057, ext. 34475) handles inquiries received by mail, by telephone, by telefax and in person from the general public, as well as from delegations, government offices, businesses, educators, non-governmental organizations, media and others. The staff answers questions by telephone or mail and provides infor-

mation and educational materials on the work of the United Nations and on the programmes and agencies of the entire United Nations system.

Guided tours

Guided tours of United Nations Headquarters are offered daily from 9.15 a.m. to 4.45 p.m. Reservations are required for groups of 15 persons or more. For information on prices or tours in languages other than English, please call ext. 34440. A limited schedule may be in effect during the period of the general debate of the General Assembly, and at the time of visits of high-level dignitaries during the General Assembly session.

Library

The Dag Hammarskjöld Library, which is dedicated to the memory of the late Secretary-General Dag Hammarskjöld, occupies the three-storey building (with another three levels below ground) on the south side of the Headquarters site. The Library is open Monday to Friday and observes the same working hours as those of the Secretariat.

The Library supplies the permanent missions of Member States, the delegations and the Secretariat of the United Nations with information and publications needed for the performance of their work. The Library maintains the following collections:

United Nations documents and publications

League of Nations documents and publications

Specialized agencies documents and publications

Government documents and publications of Member States

Books about the United Nations (including doctoral dissertations)

Publications on issues of current and continuing interest to the United Nations (including 150 newspapers, 14,500 serials and 80,000 maps)

Inquiries may be made in person, by telephone or by telefax to each of the following service points:

	Ext.	Telefax	Room
Head librarian	37443	30077	L-327A
League of Nations, United Nations and specialized agencies			
Reference library (Woodrow Wilson Reading Room)	37412	31779	L-201
Loan service	37422	31779	L-260
General collection (Government documents, newspapers, serials, etc.)			
Reference library	37394	38861	L-105
Loan service	37390	31779	L-B1-10
Interlibrary loan	32015	38861	L-133
Map library			
Reference and loan service	37425	31779	L-282

Legal library			
Reference and loan service	35372	31770	S-3455
Statistical library			
Reference	38727	30479	DC2-1143
Loan service	38728	30479	DC2-1143

The Dag Hammarskjöld Library provides access to the United Nations Bibliographic Information System (UNBIS) both online and on CD-ROM. It is also connected to other online full-text and bibliographic databases, such as LEXIS, NEXIS, DIALOG, Newsedge, RLIN, Info-South, etc. The Library also has a growing collection of full-text and bibliographic CD-ROMs, such as University Microfilms International (UMI), Human Rights on CD-ROM, *UN Statistical Yearbook* on CD-ROM, Business Periodicals on Disc, Public Affairs Information Service (PAIS).

For information about the content of these databases and the procedures for accessing them, call ext. 37416.

V. Facilities and services for delegations

Delegates' cloakrooms

A cloakroom is available to delegates. It is located in the General Assembly building to the left of the delegates' entrance on the first floor. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

Delegates' lounges

The delegates' north lounge, snack bar and south lounge bar are located on the second floor of the Conference building. The north lounge is open from 11 a.m. to 8 p.m. and the snack bar from 10 a.m. to 5 p.m., Monday to Friday. During sessions of the General Assembly, the Viennese Coffee Bar in the S-B-1 conference area is open from 10 a.m. to 5 p.m., Monday to Friday.

During the fiftieth session of the General Assembly, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

Payment for service should be made in cash. Credit cards are accepted in the north lounge bar only.

The opening of the south lounge bar is contingent upon meetings of the General Assembly and the Security Council. During sessions of the General Assembly the lounge bar is open from 11 a.m. to 7.30 p.m. Monday to Friday.

Members of delegations are reminded that consumption of refreshments is not permitted in conference rooms or in the Library Auditorium foyer.

Dining-room and cafeteria facilities

Delegates' dining-room

The hours of service are from 11.30 a.m. to 2.30 p.m. The limited accommodation does not permit the reservation of tables permanently or for the duration of the General Assembly. Members of delegations should make reservations by telephone each morning (ext. 37625 or 37626). Reservations cannot be held for more than 15 minutes after the appointed time. Daily menus are posted on the bulletin board near the elevator at the entrance to the dining-room.

Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

Separate dining-rooms, which may be reserved for parties of 10 guests or more, are available for private luncheons. In order to ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements required, including for menus, should be coordinated with the United Nations Catering Service (ext. 37098 or 37099).

Children under 10 years of age cannot be accommodated in the delegates' dining-room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 37098).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the visitors' entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted to the Chief, Security and Safety Service (room C-107), well in advance of the reception.

Cafeteria

Location: first floor, south annex, south side of the Secretariat building. Hours of service are from 8 a.m. to 9 p.m. Monday to Friday; during sessions of the General Assembly, it will remain open until 10 p.m. Breakfast is served from 8 a.m. to 10 a.m.; lunch from 11 a.m. to 3 p.m. Light snacks, salads and pizza are available between 3 p.m. and 9 p.m. Dinner is served from 5 p.m. onwards, and the menu includes daily specials, pasta and dishes from the grill. The cafeteria is open on Saturday from 9 a.m. to 3 p.m.; during sessions of the General Assembly, it will remain open until 5 p.m. The cafeteria is closed on Sunday.

Staff café

The staff café is located on the fourth floor of the Conference building. Hours of service are from 12 noon to 3 p.m. Monday to Friday. It is closed on weekends and on United Nations holidays.

Vending machine area

Food-vending machines are available on the third floor (ex-Press Bar) of the General Assembly building. The area is open 24 hours a day, seven days a week.

United Nations Press Club

During sessions of the General Assembly the Press Club, located on the third floor of the Secretariat building, is open for snacks from 9 a.m. to 4.30 p.m. Monday to Friday.

Public Coffee Shop

The Public Coffee Shop is located on the concourse level of the General Assembly building. Hours of service are from 8.30 a.m. to 4.30 p.m., seven days a week.

Delegates' guests

Unaccompanied guests or visitors wishing to meet a delegate in the United Nations Headquarters will be directed to the visitors' entrance located at 46th Street and asked to pass through a security screening area before admission to the General Assembly or Conference buildings. To facilitate the screening of guests of members of delegations, a magnetometer, separate from that used to screen tourists, has been set up. Members of delegations will be expected to accompany their guests at all times while on the premises and escort them back to the visitors' lobby at the time of their departure. Guests will be expected to deposit a photo identification, which can be retrieved prior to leaving the visitors' lobby. Staff on duty at the desk will make arrangements for contacting the delegate.

Delegates' typists' rooms

Typists' rooms are available at the following locations on the second floor in the Conference building: rooms C-211A and C-211B.

In the event that a United Nations typewriter requires repair, delegates are requested to advise the responsible official (ext. 36262).

Photocopier for delegates' use

A photocopier for the use of delegates is available in the General Assembly Hall, by the west wall near the Documents Distribution counter.

Sound reinforcement systems

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be directed to the Broadcast, Conference and Engineering Unit (room CB-075, ext. 37452 or 30671).

Video projections

Multi-standard VCRs, television sets and video projectors, as well as slide projectors, can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, 72 hours' advance notice is required. Written requests for this audio-visual support equipment should be directed to the Broadcast, Conference and Engineering Unit (room CB-075, ext. 37452 or 30671).

Mail and messenger services

Delegations are requested to deposit with the Incoming Mail Unit (room B3-02) any official correspondence intended for distribution to the Secretariat.

Messenger service within the Headquarters buildings is available through the delegates' aide in the delegates' north lounge, where outgoing mail may also be deposited. During meetings, messenger service may be obtained through the conference officer.

Telecommunications services

Telephone

The main listed number of the United Nations is 963-1234. Direct calls from outside the United Nations to staff and services can be made by dialling the exchange 963 (preceded by the area code 1-212 if required) followed by the correct four-digit extension as listed in the United Nations telephone directory. Direct internal calls can be made by dialling the access code "3" plus the last four digits shown in the directory.

It should be noted that staff of the United Nations Development Programme (UNDP), the United Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF) are on different exchanges. Direct calls from outside to UNDP staff may be made by dialling the area code, if necessary, exchange 906 + the four-digit extension. The exchange number for UNFPA is 297 and that for UNICEF is 326.

Arrangements have been made for personnel on the 963 exchange to dial directly to UNDP, UNICEF and UNFPA. Direct internal calls may be made to UNDP by dialling the access code "4", waiting for the dial tone and then dialling the four-digit extension; and to UNICEF by using the same system when dialling the access code "5". Direct internal calls to UNFPA may be made by dialling 63, waiting for the dial tone and then dialling the four-digit extension. If the extension is not known, the operator on "0" will provide the number. In the case of an outside call, the operator will switch the call to the person required.

Information for delegations

The number of the Information Desk in the Delegates' Lounge is 963-8902 or 963-8741. Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates will be paged on the loud-speaker system. A telephone operator is available at the Delegates' Lounge telephone console to assist delegates in placing long-distance calls. Such calls may also be placed from booths located in the Delegates' Lounge or in the conference areas by dialling "0" to reach the operator. Local calls may also be made from these booths or from the house telephones available in the Delegates' Lounge by dialling "9" and the telephone number.

Telegraph

The following communications carriers, which provide telex, cablegram and telefax services for world-wide communications, have their offices situated on the third floor of the Secretariat building:

- *AT&T Easylink Services*
  (room S-0342, ext. 37138)
- *MCI International, Inc.*
  (room S-0344, ext. 37142)

United Nations Postal Administration

Philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter on the concourse level of the General Assembly building (ext. 37698). The sales counter is open from 9 a.m. to 5.15 p.m. seven days a week, except when the Headquarters building is closed to the public. Facilities for posting mail are available at this counter. The United Nations Postal Administration operates a philatelic office in room DC2-0625 (ext. 37684), which services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and Austrian schillings and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

During 1995 the United Nations Postal Administration will issue new stamps on the following themes and dates:

- *1 January*
  50th Anniversary of the United Nations
- *3 February*
  Social Summit and stationery
- *24 March*
  1995 Endangered species
- *26 May*
  Youth: Our future
- *26 June*
  50th Anniversary of the United Nations
- *5 September*
  Fourth World Conference on Women
- *24 October*
  50th Anniversary of the United Nations

Schedules are tentative and subject to title and date changes.

Post Office

A sub-branch of the United States Post Office is located on the concourse level in room S-B1-26 (ext. 37353) and is open from 9 a.m. to 5.30 p.m. Monday to Friday. The services provided are the usual postal services for private or official delegation mailings, including parcel post, air mail, registered and insured mail, international and domestic money orders, information about postage rates and regulations concerning entry or dispatch of parcels to and from various countries. All mail must bear United Nations stamps in United States denominations. Mail with United Nations stamps affixed may be deposited at the delegates aides' desk in the north lounge or dropped into the letter chutes in the Secre-

tariat building for collection by messenger and onward dispatch by the Post Office.

Parking

The Garage Administration will schedule delegations to apply for and pick up parking decals. Applications for decals should be submitted to the Protocol and Liaison Service (room S-0201, ext. 37172) with the required attachment of valid vehicle registration. The application will be forwarded to the Garage Administration (room CB-021, ext. 36363) by the Protocol and Liaison Service. Only one decal will be issued per delegate for use on a vehicle with "D" plates. Decals will be issued only to members of delegations duly accredited to the United Nations.

Applications for decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book" must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of mission staff will not be authorized to park in the United Nations compound.

Permanent Missions may apply for a temporary identification decal (magenta) for the fiftieth session of the General Assembly. Such decals may be used to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially

attending meetings during the session. Application forms may be obtained from the Garage Administration (room CB-021) and thereafter submitted to the Protocol and Liaison Service (room S-0201).

Parking decals must be displayed prominently and be clearly visible to security officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, all decals issued previously to delegations must be returned to the Garage Administration (room CB-021). Also, decals belonging to delegates who are departing from Headquarters or issued for vehicles no longer in use must be returned to the Garage Administration office. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

In pursuance of section II of General Assembly resolution 39/236, parking privileges of any delegate whose parking fees are in arrears by more than three months will be suspended as of September 1995. Privileges will be restored once the arrears have been paid in full.

Delegation cars bearing United Nations diplomatic plates and identification decals valid for the current session of the General Assembly may be parked on the first level and in a designated area at the southern end of the second level of the garage without charge while representatives are on official business. They may be parked in the garage overnight at the rate of $2.50 per night. Invoices for this service are sent to delegates and to delegations shortly after the end of every

month. These invoices are due upon receipt and should be settled by cheque paid to the order of "United Nations" and sent to the United Nations Garage Administration (room CB-021, ext. 36212 and 36213).

Entrance to the grounds

Vehicular access through the Secretariat entrance located on First Avenue will be restricted solely to the vehicle, identified by a special sticker, of the Permanent Representative. All occupants riding in the car will be required to display valid United Nations identification cards. In order to reinforce safety measures, temporary stationing of the vehicle of the Permanent Representative in the Secretariat circle will be limited to clearly marked parking areas. All other vehicles bearing a decal will be required to enter through the 48th Street entrance.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level while on call by delegates. The security officer at the Delegates' Entrance of the General Assembly building pages chauffeurs whenever they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Automobile service station

The service station is located in the third basement area of the garage, between the loading platform and the entrance to the garage, and is open from 8 a.m. to 5 p.m. Monday to Friday. Appointments may be made by telephone (ext. 37238) or in person.

Only vehicles with authorization to park (with diplomatic plates and/or diplomatic decal or with the purchase of parking tickets in the case of other diplomat-owned vehicles) may be driven in for servicing. An overnight parking ticket should be purchased for vehicles that have to remain in the garage for further servicing beyond the paid (day-time ticket) parking segment.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements with local firms.

Reimbursement of travel costs

Delegations entitled to reimbursement of transportation costs may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims should be accompanied by bills, vouchers, ticket stubs or other pertinent information, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowances in Respect of Members of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991). If requested, the United Nations would arrange transportation, wherever possible, from the capital city of a Member State to the place of meeting; for this purpose, delegations should use form PT.137 (Transportation services to delegations). Both forms may be obtained from and returned to the Executive Office of the Department of Administration and Management (room S-2750, ext. 30778). Completed forms should be signed by the head of the delegation (or his/her designated representative).

In accordance with General Assembly resolution 41/213, reimbursement of travel costs for the General Assembly (one first-class and four economy-class tickets per entitled delegation) is limited to representatives of least developed countries.

In accordance with General Assembly resolution 45/248, all permanent representatives of Member States accredited to the United Nations will be provided with business-class tickets whenever they are invited to travel on official United Nations work. In cases where travel expenses are paid by the United Nations, General Assembly resolution 45/248 also provides that business-class tickets will be issued to all mem-

bers of organs or subsidiary organs of the United Nations for journeys exceeding nine hours.

Travel facilities

The official travel agency of the United Nations in New York, American Express, located in room S-2008, ext. 36280, will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations. The office is open from 9 a.m. to 6 p.m.

City liaison and legal assistance

The New York City Commission for the United Nations and Consular Corps is an agency of the Mayor's office whose purpose is to assist the foreign diplomatic and the international community to resolve diverse problems — legal, commercial, educational and general household and personal matters — connected with living in New York. The City Commission distributes kits with valuable information on New York City to newly arrived diplomats. It is also the official liaison between the City Government and the United Nations.

Further information about these activities may be obtained from the City Commission (telephone: 319-9300). The office is located at Two United Nations Plaza, 27th floor.

Hospitality

The Hospitality Committee for United Nations Delegations, Inc., is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange hospitality in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and the Stock Exchange. They assist delegates with recreational matters as well as personal and household problems. Complimentary tickets to cultural and sporting events are sometimes available.

Information about these activities may be obtained from room GA-101 (ext. 37182, 37183 or 38751).

Banking facilities

The Chemical Bank maintains three branches located in the United Nations vicinity:

Chemical Bank
United Nations Secretariat building, fourth floor
Hours: Monday to Friday: 8.30 a.m. to 3.30 p.m.
Telephone: (212) 223-4322
Internal telephone: ext. 37108 or 37109
ATM (cash machine) on the first floor of the Secretariat building available 24 hours*

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* Deposit option not available at this ATM.

Chemical Bank
1 United Nations Plaza — street level
First Avenue and 44th Street
Hours: Monday to Friday: 8.30 a.m. to 3.30 p.m.
Telephone: (212) 688-7095
Interior ATM available during Branch hours
Exterior ATM available 24 hours

Chemical Bank
1 Dag Hammarskjöld — street level
Second Avenue and 47th Street
Hours: Monday to Friday: 8.30 a.m. to 3.30 p.m.
Thursday: 4.30 p.m. to 7 p.m.
Saturday: 10 a.m. to 2 p.m.
Telephone: (212) 755-1923
Vestibule with two ATMs, available 24 hours
Exterior ATM available 24 hours

ATM service is offered in English, French and Spanish and requires the use of an ATM card. The following services may be obtained through Chemical ATMs: transfers, deposit payments, cash withdrawals, balance inquiries and statement printing of the last five transactions. In addition, the ATM card will access 130,000 network locations, namely, NYCE®, MAC®, PLUS®, CIRRUS®, PULSE®, MASTERCARD®/VISA® cash machines, through the United States, Canada and worldwide for cash withdrawals and balance inquiries.

Delegates may also utilize the five cash machines (ATMs) of the United Nations Federal Credit Union (UNFCU). Four machines are available 24 hours a day, seven days a week at the following locations: Secretariat building, first floor; UNDC 1 building, third floor; and UNDC 2

building, third floor (two machines). A fifth ATM, located in the Credit Union's Secretariat branch office on the fourth floor of the Secretariat, is available from 8.30 a.m. to 4 p.m. Monday to Friday. All five machines can be used for balance inquiries and cash withdrawals and accept the following cards: UNFCU CashCard, NYCE*, CIRRUS*, VISA*, Mastercard*, PLUS*, American Express "Express Cash"*, Discover*, Pulse* and HONOR*.

Newsstand

There is a newspaper and confectionery stand in the lobby of the Secretariat building, which is open from 8 a.m. to 5.30 p.m. Monday to Friday. It is closed on weekends and holidays.

Bookshop

Over-the-counter services are available at the United Nations bookshop located in the concourse area of the public lobby at the north end of the General Assembly building. In addition to publications by the United Nations and its specialized agencies, other publishers are represented on themes addressed by the United Nations. Souvenir postcards, posters and stationery items are also available for sale. Delegates are entitled to 25 per cent discount on United Nations publications and 10 per cent discount on all other items over $3 on purchases made at the bookshop.

Sale of publications

The United Nations publishes over 400 new publications each year, providing an invaluable source of information on the world's most important issues. Its wide range of publications keeps readers throughout the world up to date with latest developments in the areas of international politics, law, social issues, the environment and economics, as well as provides numerous important reference works and all the official records of the Organization. Microfiche, CD-ROM and databases are available in addition to publications. The United Nations also acts as a distributor for publications by ICJ, UNITAR, UNIDIR, UNIDO, UNDP, UNFPA, UNCRD, INSTRAW, UNEP and UNICRI. Orders for information on United Nations publications can be obtained by contacting: United Nations Publications, 2 United Nations Plaza, room DC2-0853, New York, NY, 10017 (telephone: (800) 253-9646; telefax: (212) 963-3489).

Meditation room

The meditation room is located in the north-west end of the entrance level of the General Assembly building. The designated hours are from 11 a.m. to 2 p.m. The Security supervisor in the area will be available to assist with access to the room.

Delegates' quiet room

There is a quiet room for delegates in the delegates' south lounge on the second floor, Conference building.

United Nations Gift Centre

The Gift Centre is located on the concourse level of the General Assembly building. *Objets d'art*, handicrafts, costume jewellery, souvenirs, United Nations medals and flags of Member States are on sale. Delegates are entitled to a 20 per cent discount on all purchases upon presentation of valid United Nations identification. The Gift Centre is open seven days a week from 9 a.m. to 5.15 p.m. It is closed on weekends during January and February.

Request for use of United Nations premises

In the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities by non-governmental organizations and other private concerns, it has become necessary to curtail requests for the use of space for special events at Headquarters. Representatives of Permanent Missions are asked to use the utmost discretion when sponsoring such events to ensure that the activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. When sponsoring events on behalf of accredited non-governmental organizations with the United Nations, representatives of missions are reminded that, notwithstanding the worthiness of the purpose of the event, no

substantive business such as the passage of resolutions, holding of elections, presentation of awards, solicitation of funds nor the conduct of ceremonies of any kind may be conducted. Requests for the use of the premises for sponsored events should be addressed to the Director and Deputy to the Assistant Secretary-General for Conference and Support Services (Support Services). Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring Mission.

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United Nations ST/CS/SER.A/38

Secretariat
Editorial Directive

19 June 1995

Subject: **Preparation of electronic versions of manuscripts**
of United Nations documents for processing
by Conference Services

1. With the widespread use of office automation equipment in the Organization, manuscripts of United Nations documents are normally prepared on text processors. Author departments are therefore requested to submit the electronic version of manuscripts for processing by Conference Services. This instruction establishes rules to be followed during the preparation of manuscripts with text processors so that they are uniform in presentation and meet United Nations standards of quality. The hard copy of all texts is the authentic copy. Documents Control should therefore continue to receive hard copies of all texts submitted.

2. It must be emphasized that these rules apply only to the preparation of manuscripts by author departments for submission to Conference Services (CS) for processing. The rules do not apply to the final formatting of documents, which is still governed by United Nations practices and policies, as set out in the *United Nations Editorial Manual*. The rules are subject to updating as text processing technology develops.

3. In order to facilitate the work and accelerate production of the text-processing and copy-preparation areas in CS, the formatting codes used in preparing texts for submission should be as basic as possible and limited to the necessary minimum. A rule of thumb is "When in doubt, don't," since unnecessary formatting often complicates and duplicates work efforts. All formatting codes required for preparing documents for processing will be added by the CS offices responsible for document processing.

4. The guidelines for preparing electronic text are set out below:

(*a*) All texts to be processed by CS should be prepared and submitted in electronic form, on a 3.5-inch diskette, using the standard word-processing application WordPerfect 5.1 for DOS (hereinafter referred to as WordPerfect). A printout of the text files contained on the diskette must accompany it. The electronic text should be identical in content to the printed version.

(*b*) If an author or author department is unable to submit an original WordPerfect file, the original file with a WordPerfect or ASCII conversion should be submitted. In addition, information indicating the electronic format and the software application used for the electronic text should accompany the original file.

(*c*) Only one document manuscript (electronic text) should be filed on a single submitted diskette. In addition, the diskette should be properly labeled and identified. If the electronic text exceeds the storage capacity of the diskette, the electronic text should be divided into smaller units. If the electronic text contains previously translated material, that material should also be clearly identified.

(*d*) A clean hard copy of texts that contain material for which no electronic version is available (with mathematical formulae, scientific symbols or special characters) should also be submitted.

(*e*) United Nations standard manuscript page size is standard US Letter (8.5 x 11 in., or 215.9 x 279.4 mm) and European A4 Letter (210 x 295 mm). Margin widths are 1 in. (25.4 mm) on all sides.

(*f*) The standard type size used in preparing electronic text is 12 point. The type style should be roman and underlined roman only. No italics or bold italics should be used.

(*g*) The standard line spacing used in preparing electronic text is double (2.0).

(*h*) Electronic text of titles, subtitles, headings and subheadings should be typed in upper and lower case style only.

.../...

(*i*) Hyphenation should not be used in preparing electronic text (Hyphenation Off).

(*j*) Only a single space should be used between sentences, after closing punctuation, colons or semicolons.

(*k*) Hard spaces should be used for punctuation, quotation marks, units of currency and name initials.

(*l*) The automatic Paragraph Numbering Function of WordPerfect should be used for the body text of the manuscript.

(*m*) As a rule, all notes to the main text should be prepared as endnotes. However, the automatic Endnote Function of WordPerfect should not be used. When footnotes are called for, the automatic Footnote Function of WordPerfect should be used.

(*n*) In lists where hyphens are used to highlight or check individual items, a hard space should be used after the hyphen.

(*o*) Page numbers should be generated through the Header Function of WordPerfect. No manual pagination should be used.

(*p*) No special format should be applied to quotation matter in the manuscript.

(*q*) Letters l (el) and o (oh) should not be used as substitutes for figures 1 (one) and 0 (zero).

(*r*) In preparing tabular matter, the automatic Table Function of WordPerfect should be used as a default format. The table layout should be kept as simple as possible. Tabs, not spaces, should be used in all cases. Shading should never be used in table formatting.

(*s*) No special format should be applied to the text of bibliographies. Bibliographies should be set normal paragraph style (with automatic Paragraph Numbering Function suppressed), with underlined roman text where necessary. This applies as well to bibliographic references.

(*t*) In preparing indexes or tables of contents the automatic Index Function or Table of Contents Function of WordPerfect should not be used to generate these items.

(*u*) When figures or captions are submitted, they should be run consecutively. An identifying line in the electronic text should indicate its placement within the text. Each of these items should appear on a separate file and properly identified.